

Section 5

Project Closure

True motivation comes from achievement, personal development, job satisfaction, and recognition – Frederick Herzberg

Động lực thực sự là đến từ thành tích, từ sự phát triển cá nhân, từ sự hài lòng trong công việc và từ sự công nhận.





Goal of Project Closure

- Goal is to bring closure to your project for all parties involved.
- And to make sure the last impression everyone has of the project, your team, and of course of you... is positive.

Key Outcomes



- **Meet** the project's success criteria and customers expectations.
- **Transfer** responsibility and operational support of project deliverables.
- **Thank** and acknowledge all participants.



Closing a Project Can Be Hard?

- You are off to the next project.
- Missing a transition plan?
- Painful lessons learned, apply KPT tool (K: Keep, P: Problem, T: Try)

Project Closure Checklist

- Secure client acceptance.
- Transition results to the owner or operator.
- Conduct Project Closure Report:
 - Collect project data and do analysis for further usage.
 - Capture lessons learned.
 - Conduct team performance evaluations.
 - Suggest improvements
- Close out any contractual and business matters!
- Celebrate!



Course Summary

Fundamentals

Key Points

- Project Management Processes
- The Project
- What makes an activity a project
- Hard and soft skills
- Key attributes of a PM
- Project resources
- Desired outcome: successful projects

Planning

Key Points

- Project Definition Document
- Work breakdown structure (WBS)
- Acceptance criteria
- Determine and assign resources
- Scheduling and resource loading
- Project teams
- Planning for elements of project control (10 areas in project control – ISO25100, PMBOK)

Control

Key Points

- Project control basics
- Reporting and communication management
- Requirements management
- Quality management
- Variance analysis
- Tips of effective project control

Execution

Key Points

- Build progressive deliverables – *“Make it run, make it right, make it better!”*
- Effective communication.
- Leadership.

Closure

Key Points

- Goal of Project Closure
- Key Outcomes
- Lesson Learned
- Project Closure Checklist

THANK YOU